

# INDOT or Designer Letterhead

June 19, 2005

ABC Utility  
Attn: Mike Smith  
123 Main Street  
Indianapolis, IN 46204

**Subject: Initial Notice of Proposed Improvement Project Des. No. 9700260**

Dear Mr. Smith:

Our firm has been assigned the task of utility coordination on the project referenced below by the Indiana Department of Transportation.

In accordance with 105 IAC 13-3-1(c), this letter serves as your initial notice of the proposed improvement project Des. No. 9700260 on SR 14 in Allen County, Indiana.

In accordance with 105 IAC 13-3-1(c), the following project information is also provided:

- |   |  |
|---|--|
| (1) Name or Route number:                   | SR 14  |
| (2) Geographical limits:                    | From Scott Road to I-69<br>From RP 120+54 To RP 122+78 |
| (3) General description of work:            | Added Travel Lanes                                     |
| (4) Date approved work plan will be needed: | 12/12/2007   |
| (5) Ready for contracts date:               | 2/7/2008   |
| (6) Name of designer & contact information: | Mark Square, XYZ Consulting, Inc 812-555-9911          |
| (7) Major or Minor project:                 | Major  |

The dates listed in items (4) and (5) above are the latest anticipated dates by INDOT.

In accordance with 105 IAC 13-3-1(d), within 30 days after receiving the initial notice, the utility shall respond in writing with a:

- (1) description of the type and location of its facilities within the geographical limits of the proposed improvement project; or
- (2) statement that the utility has no facilities within the geographical limits of the improvement project.

Additionally, we request that you provide us the name, telephone number, address and e-mail of the individual selected as your contact person for this particular project so as to expedite future communications. We will contact Indiana 811 prior to our survey to request locates for this project. If you would prefer to supply us location information by some other means, please contact this office to discuss.

Please send your response to: Bob Jones, INDOT Room N642, 100 North Senate Avenue, Indianapolis, IN 46204, Tel: 317-555-2222, Fax: 317-555-2223, email: [bjones362@indot.in.gov](mailto:bjones362@indot.in.gov). Thank you for your attention to these matters.

Sincerely;

Bob Jones  
Utility Engineer

Cc: File